State of Michigan, Workforce Development Agency
Office of Adult Education

Program Name: _____

Please provide complete responses to these questions, as they become a record of your program operations for review by the federal government and state auditors.

Please forward the completed document to the Office of Adult Education no later than 2 weeks prior to the scheduled review date.

Administering Programs

1. **What other agencies, institutions, or organizations do you coordinate services with locally? What services do they provide and/or what services do you offer them?**

2. **How do you ensure the community has access to your building/facilities? How do you market your adult education programs to your potential participants? Please explain.**

3. **Does your program use Michigan certified teachers and counselors to provide instruction and counseling services? If not, please explain.**

4. **What specific professional development activities has your staff participated in?**

5. **How do you assess the effectiveness of your instruction/adult education programs? How do you improve in areas that show low performance?**

6. **How do participants evaluate your adult education program? Did the participants use an evaluation form? How is this information used?**

7. **Please use the space below to describe in detail, any innovative approaches to instruction, curriculum, retention, training, etc. that you would like to share with the Office of Adult Education and with other Adult Education providers.**

8. **For high school completion, do your requirements for graduation differ from those of K-12? If so, how are they different?**

9. **Does your program possess a written curriculum? Please have a copy on hand for reference, along with the schedule of classes for the year being monitored.**

10. **Does your program allow open-entry, open-exit enrollment?**

11. **What evidence-based and/or research-based practices are used in your program? What instructional materials do you use and when were the materials last updated?**

12. Describe the various types of instruction available in your program, i.e. standard classroom, learning labs, etc. For learning labs, please indicate the program they are used for, and list the specific instructional software used. Describe how participants make use of the labs, and how attendance would be determined.

13. Do you have a policy/process/procedure in place for 16 or 17 year olds requesting to take the GED test? Please explain.

14. Is there a policy/process for alerting participants with a learning/physical disability that they may be eligible for special accommodations when taking the GED Test? Please explain.

15. Describe how the official GED Practice Tests are a part of your lesson plans.

Data
16.   a) Do you have a MAERS Manual?
    b) How do you train new staff to use MAERS?

17. Do you have a printed, posted schedule for data entry? How do you ensure quarterly data entry that accurately reflects the information in the participant's file?

18. What MAERS management reports do you use to monitor your program performance? Please list them specifically, along with any desired reports you would like to have available to you.

Participant-Related Issues
19. How are participants with special needs being served?
    a) Low income participants?
    b) Individuals with disabilities?
    c) Single parents and displaced homemakers?
    d) Individuals with multiple barriers to educational enhancement, including limited English proficiency?

20. How do you verify a participant's eligibility to enter an adult education program? What method of documentation is used, and where is it kept?

21. An ABE, GED or ESL program participant remains eligible for funding until he/she fails to show progress on two successive assessments after completing at least 450 hours of instruction. A High School Completion program participant remains eligible for funding until he/she fails to earn credit in two successive semesters or terms in which the participant is enrolled after completing at least 900 hours of instruction. Describe how your program tracks and monitors hours of instruction to ensure continued eligibility for each participant.

22.   a) Describe the procedures and name the tests that are used to ensure each participant is properly assessed.
    b) What timelines are used for pre and post testing in your program and who is responsible for administering the tests?

c) What other assessment tools do you use to measure participant's progress? How often do you assess participants in a term (semester)?

d) How is assessment used to determine participant placement?

23. Please describe the process used to enroll each participant into the Adult Education program, track their progress toward their goal, and to conduct follow-up based upon their participation in an Adult Education Program.

State School Aid Section 107 Requirements

24. For programs that receive State School Aid Section 107 funds, describe the method used to determine the FTE calculations as reported in the Michigan Student Data System (MSDS). Please make available at the time of the on-site review, the documentation/MSDS Adult Education Alpha reports, which support the FTE's reported for each count date (participant name, program of enrollment, FTE's, etc.).

25. For programs that receive State School Aid Section 107 funds, please provide documentation supporting the Program Performance Objective (10%) at the time of the on-site review. Documentation must include head count and FTE data reported for participants who have met performance objectives for each category/program of enrollment (participant name, program of enrollment, specific performance criteria met, etc.).

Financial Reports

26. To assure compliance with federal and state requirements, please have a business office finance or accounting staff person provide a copy of the following with your responses to the questions 30 days before the on-site visit to the Office of Adult Education:

a) A chart of accounts that reflects the coding used to separate Adult Education participant funding (revenues and expenditures) from other funds of the district for State School Aid Section 107, Federal General Instruction, Institutional, EL Civics, Special projects and Tuition and Fees. Please identify the coding used for Alternative Education and Adult Community Education.

b) The Adult Education program year end summary financial reports that include revenue and expenditures, for the fund sources noted above for the program year being monitored.

c) The total Adult Education budget that reports all funding sources that support the program.

27. Please describe how you determine the allocation of costs between the various funds that support the adult education program for payroll, supplies and materials, etc. For example, for classes containing both pupils and participants, the percentage of participants to pupils in the class is applied to the instructors' salary and allocated to Adult Ed funds and general funds.

28. Are the certified federal final expenditure reports consistent with the approved budgets and the year end expenditure reports of your agency? Are all expenditures accounted for through the end of the grant period of June 30th?

29. **Time/salaries spent working on adult education programs that receive federal funds must be documented for co-funded and 100% funded staff in compliance with OMB Circular A-87. Co-funded staff must complete time sheets or personnel activity reports at least monthly to account for each staff person's total activity. For staff that work solely on a single federal award or cost objective, charges for their salaries must be supported by semi-annual certifications. Please have a staff person in charge of payroll available to assist with these documents at the time of the review.**

30. **For programs that receive federal funds, is there a reimbursement and final expenditure process outlined for grant funds disbursed through the Michigan Department of Education Office of Financial Management and Administrative Services (OFM&AS), Michigan Education and Information System (MEIS) and Cash Management System (CMS)? Please have this available for the review during the on-site visit.**

31. **Do you have a tuition and fee schedule? If so, please provide a copy of the schedule and describe the process used to establish the rates.**

32. **Have you made any equipment purchases or made any capital expenditures? If so, please provide documentation supporting the expenditure, an inventory record, and show the review team where the equipment/materials are located. The purchase of equipment not specifically listed in the approved budget, must have prior written approval from the Federal Grant Administrator. Equipment is defined as non-expendable personal property having a useful life of more than one year. Such equipment shall be retained by the Grantee unless otherwise specified at the time of approval.**